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| *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments or to make reasonable accommodations so that qualified employees can perform the essential functions of the job*. |

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| *SUMMARY* |
| Under the supervision of the Water Quality Coordinator, the Laboratory Technician is responsible for sampling, testing, and documenting the water quality and performance of both the Water Treatment Center and the Wastewater Treatment Facility. This employee must possess strong communication, organizational, technical, mechanical, and public relations skills.  |
| *ESSENTIAL FUNCTIONS* |
| * Perform compliance monitoring analysis on collected wastewater samples using approved methodology;
* Collect and analyze daily water samples from Water Treatment Center for process control, as well as daily wastewater samples for process control;
* Collect monthly wastewater samples from the Sonoco-Hutchinson Mill and record totalizer readings; collect composite samples and grab samples from permitted industries using portable samplers; collect total coliform samples each month for shipment to KDHE laboratory; collect water samples for compliance;
* Collect and analyze Fun Valley lagoons once per quarter; collect and analyze samples from Deep Disposal Wells weekly;
* Maintain and update various records on sampling and testing results; calculate and record test results; Input data into computer spreadsheets;
* Clean and maintain laboratory areas; maintain laboratory equipment including samplers, autoclaves, and refrigerators; wash glassware, sample containers, and tubing;
* Perform microbiological testing on water and wastewater samples; sample various test water wells;
* Perform and document all required quality control analysis;
* Maintain laboratory certification from the state and EPA by performing analysis on quality control samples;
* Prepare reagents when needed;
* Respond to telemetry system alarms and alert operators; assist with industrial inspections;
* Assist other departments as the need arises; perform other duties as deemed necessary or assigned.
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| *MINIMUM QUALIFICATIONS* |
| EDUCATION: |
| A high school diploma or GED, and a technical degree or some college credit in biology, chemistry, or related field is required. Experience and training may be accepted in lieu of college credit if deemed appropriate by management.  |
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| EXPERIENCE: |
| Minimum of one year of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment. |
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| CERTIFICATIONS/LICENSE: |
| This employee must be able to obtain a Class I Kansas Wastewater Operator Certification and a Class I Wastewater Laboratory Technician Certification within one year of employment. This employee must possess a valid Kansas Driver’s License. |
| *OTHER CHARACTERISTICS* |
| KNOWLEDGE OF:Laboratory testing techniques, computers, and a working knowledge of mathematics is required. SKILLED IN:* Must be able to operate pH meters, dissolved oxygen meters, ion-selective electrode meters, distillation units, autoclaves, calculators, computers, and other laboratory equipment.
* Must possess strong organizational, oral, and written skills.
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| ABILITY TO: |
| * Understand and anticipate problems, interpret data, and interpret written instructions, manuals, and reports;
* Adapt to multi-task situations and work well under time constraints;
* Make decisions about testing water samples, prioritizing daily duties, and performing daily assignments in the safest and most efficient manner.
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| *ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS* |
| WORKING CONDITIONS:Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, work in confined spaces, and all types of weather conditions is expected. This employee is exposed to raw sewage samples, broken laboratory glassware, hauled septage, and industrial wastewater.PHYSICAL REQUIREMENTS: |
| Manual labor including lifting and carrying heavy objects, bending, kneeling, and the ability to operate department equipment is required daily in this position. Position requires walking and/or standing most of the work period. |